

How to create a booking and enrol students

August 2020

Version 2



Contents

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1. How to create a booking and enrol students





1) How to create a booking and enrol students

Slide2

| Home | | D | emo Test C | ollege (Z14477) | | | | | |
|------------------------|-----|---------------|----------------|---------------------|----------------|------------------|---------------------|--|------------------------|
| Badge Order Form | 1 | 0 | entre_Coordina | tor Jan Snow - E811 | 76 | | | | |
| Overseas Exam Dates | | Search : | | In: - ALI | - | • Search | | | |
| Enrolment | 6 | lote | | Ensuring | hat you a | re on the C | entre | | |
| Centre Booking | | Add New Book | ing | | | t Add New | | ng. | |
| Theory OnScreen | Boo | oking / Purch | ase Order List | 107.47 | | | | | |
| Online IA Claim | * | Reference | Ext Ref | Category | Practical Date | Theory Date | Enrolment Status | Created | Action |
| Student Search | 1 | B-15180 | Text booking | Practical & Theory | | 16/05/2019 07:00 | | Jon Snow - E81176 on 21/03/2019 | Review |
| Login Admin | | | | | | | | | Edit IA Claim |
| Campus | | | | | | | | | Marks OnScreen Exam |
| ePortfolio | 2 | B-15176 | | Theory | | 16/05/2019 07:00 | 2 | Huma Abbasi - E81180 on 21/03/2019 | Review |
| Document Library | | | | | | | | on 21/03/2019 | Edit IA Clarm |
| Help | | | | | | | | | Marks |
| Change Password | 3 | B-15175 | | Theory | | 21/03/2019 07:00 | | Huma Abbasi - E81180 on 21/03/2019 | Review |
| Logout | | | | | | | | | Edit IA Claim |
| | | | | | | | | | Marks |
| | 4 | B-15162 | TEST ANNA | Practical & Theory | | 31/05/2019 07:00 | | College Admin - C123456 on 20/03/2019 | Review |
| | | | | | | | | | Lon IA Claim |
| | | | | | | | | | Marks |

1) Ensuring that you are on the Centre Booking page, select Add New Booking.



<u>Slide3</u>

| Contre_Coordinator Jon Show = £81776 College: Dare Test College: Reference: 2/1477 Email: promosight or put Phone: Fax: Wabable: VTCT tt College: Contre Test College: Reference: 2/1477 Email: promosight or put tt Centre Booking colling: External Reference: 2/1477 Email: promosight or put tt Centre Booking Colling: Colling: Colspan="2">Give the booking a na Internal Reference: Contre Co-ordinator responsible for arranging courses Search Ansona College: Elane Huma Lane < | lome | Demo Test Coll | ege (Z14477) | | | |
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| te Learn total tot | adge Order Form | | | | | |
| | overseas Exam | College: Demo Test College Refe | ence: Z14477 Email: | jonsnow@vtct.org.ul | | |
| Contre Booking External Reference Invector Regard Resorted Regard | lates | Phone: Fax: | Websi | te: VTCT | | |
| coaking External Reference Give the booking a national sector of the sec | nrolment | Centre Booking | | | | |
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| | | Booking Category: Select | • | | | |
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| Note | | | | | | |

1) Give the booking a name.

<u>Slide4</u>

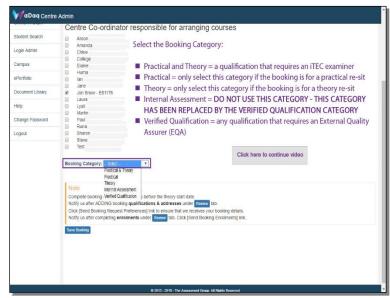
| Home | | Dem | o Test | College | (Z1447 | 7) | | | |
|------------------|-----------|---------------|---------|-------------|--------|----------|---------------------|------------------|--|
| Badge Order Form | | | | nator Jon S | | | | | |
| Overseas Exam | College: | Demo Test | College | Reference: | Z14477 | Email: | jonsnow@vtct.org.uk | | |
| Dates | Phone: | | | Fax: | | Website: | VTCT | | |
| Enrolment | Cen | tre Bo | ooki | na | | | | | |
| Centre Booking | | Reference | | • | | | | | |
| Theory OnScreen | Invoice F | Required | | | | | | | |
| Online IA Claim | Centr | e Co- | ordina | ator re | spon | sible f | or arranging | courses | |
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| Campus | | llege | | | | | | | |
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| ePortfolio | a lar | | | | | | | | |
| | 🔲 Ja | | | S | elect | the ce | entre co-ord | inator | |
| Document Library | | n Snow - E | 81176 | re | espor | sible | for arrangin | g the course(s). | |
| Help | La La | | | | | | | 5 | |
| neip | | artin | | | | | | | |
| Change Password | D Pa | | | | | | | | |
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| | Booking | Category | Sele | :t | ٠ | | | | |
| | | | | | | | | | |

1) Select the centre co-ordinator responsible for arranging the course(s).





<u>Slide5</u>



1) Select the Booking Category:

- Practical and Theory = a qualification that requires an iTEC examiner
- **Practical** = only select this category if the booking is for a practical re-sit
- Theory = only select this category if the booking is for a theory re-sit
- Internal Assessment = DO NOT USE THIS CATEGORY THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
- Verified Qualification = any qualification that requires an External Quality Assurer (EQA)





<u>Slide6</u>

| Practica | I Exam Da | ate Pre | ference | |
|---|---|--|-----------------------------|---|
| Please note fi | or practical reques | sts we requi | ire 12 weeks | |
| Practical Date | Date dd/mm/YYYY | Time HH:r | mm | |
| Preference 1 | | 07 • : 0 | • 00 | |
| Preference 2 | | 07 • . 0 | • 00 | |
| Preference 3 | | 07 • : 0 | • 00 | |
| Approx Days: | | | | If you have selected category Practical and Theorem |
| No of Couche | | | | |
| If book provide | ng days are not c details under No | | Ucar anis b | you will be presented with the highlighted option |
| If books provide | ng days are not c details under No | tes tab | | |
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| If books provide | ng days are not c details under No Exam s box if you requir | tes tab | n theory exam | |
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1) If you have selected category Practical and Theory you will be presented with options:

Practical Exam Date Preference and Theory Exam.

Slide7

| Practica | al Exam Da | te Pre | eferer | If you have selected category Practical you will b |
|---|--|---|-----------------|--|
| Please note 1 | or practical reques | sts we req | uire 12 w | presented with the highlighted option only. |
| Practical Date | Date dd/mm/YYYY | Time HH | timm | F |
| Preference 1 | | 07 • | 00 🔻 | |
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| Approx Days | | | | |
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| provide Theory | ing days are not co e details under Not | tes tab. | | |
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| Theory Tick th Theory Date | ing days are not cr e details under Not Exam is box if you requir | e onscree Time HH: | en theory mm | |
| Theory Date Theory Start | ing days are not cr e details under Not Exam is box if you requir | e onscree Time HH: | en theory mm | |
| Theory Date Theory Start | ing days are not cr e details under Not Exam is box if you requir | e onscree Time HH: | en theory mm | |
| provide Theory Theory Date Theory Start Theory End Note Complete to | ing days are not c e details under Not Exam Is box if you requir Date dd/mm/yyyy | e onscree Time HH:: 07 • : 1 s 12 week | mm 00 v | ns |

1) If you have selected category Practical you will be presented with option Practical Exam Date.



| Practica | I Exam Da | te Pre | efere | ence |
|------------------------------|--|------------------|----------------|----------|
| Please note f | or practical reques | sts we req | quire 12 v | week |
| Practical Date | Date dd/mm/YYYY | Time H | Hamm | |
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| Preference 2 | | 07 • | • 00 | |
| Preference 3 | | 07 • | 00 • | |
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| provide Theory | details under No Exam s box if you req | if you preser | have nted v | e sel |

1) If you have selected category **Theory** you will be presented with the highlighted option **Theory Exam**.

<u>Slide9</u>

| Practica | al Exam D | ate Pr | efere | Preferer |
|--|--|--------------------------------------|--------------------------------|--|
| Please note f | or practical requ | ests we rec | quire 12 | e require 12 w |
| Practical Date | Date dd/mm/YYY | Y Time H | Hamm | ne HH:mm |
| Preference 1 | | 07 • | 00 • | * 00 * |
| Preference 2 | | 07 🔻 | 00 • | • 00 • |
| Preference 3 | | 07 • | 00 • | • 00 • |
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1) If you have selected category **Verified Qualification** you will be presented with option **Theory Exam**.





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| Preference 2 | | 07 * 00 * | dates and start times in order of preference. NB: The |
| Preference 3 | | 07 • 00 • | first date you will be able to select will be 12 weeks |
| Approx Days | | | from the current date. |
| No of Couch | | | Click here to continue video |
| | | | |
| Theory | Exam | | |
| Tick th | is box if you requir | e onscreen theory | exams |
| | Date dd/mm/yyyy | | |
| | | 07 • 00 • | |
| Theory Start | | | |
| | | | |
| Theory Start | | | |

1) Examiner dates/start times cannot be guaranteed at this stage. Due to this you are required to enter 3 dates and start times in order of preference. NB: The first date you will be able to select will be 12 weeks from the current date.

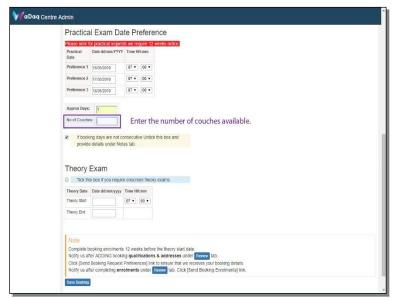
Slide11

| VaDaq Centre Admin | | | |
|---------------------------|---|--------------------------------------|---|
| Practic | al Exam Da | te Prefere | ence |
| Please not | e for practical reque | sts we require 12 | weeks notice. |
| Practical Date | Date dd/mm/YYYY | Time HH:mm | |
| Preference | 1 16/05/2019 | 07 • : 00 • | |
| Preference | 2 17/05/2019 | 07 • : 00 • | |
| Preference | 3 18/05/2019 | 07 • 00 • | |
| | | To estim | ate the required examiner days please refer to |
| Approx Da | | the Lect | urer guidance of the specific gualification(s). |
| No of Cour | hes: | These g | uides can be located on the iTEC website. |
| prov Theory | oking days are not o de details under No Y Exam | tes tab. | |
| | this box if you requi | | y exams |
| Theory Dat Theory Star | e Date dd/mm/yyyy | 07 • 00 • | |
| Theory End | | | |
| | | | |
| Notify us Click [Se | after ADDING book nd Booking Request | ng qualification Preferences] lin | e the flexory start date. 5 & addresses under flexorer too to convert flext we receive your booking details. Raiwer too. Click (Send Booking Enrolments) link. |
| Save Book | 9 | | |

1) To estimate the required examiner days please refer to the Lecturer guidance of the specific qualification(s). These guides can be located on the iTEC website.







1) Enter the number of couches available.

Slide13

| Practica | Exam Da | ite Pr | eferer | nce |
|---|---|----------------------------------|--------------------|--|
| Please note to | r practical reque | sts we rec | quire 12 w | eeks notice. |
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| Preference 2 | 17/05/2019 | 07 🔻 | 00 🔻 | |
| Preference 3 | 18/05/2019 | 07 • | 00 • | |
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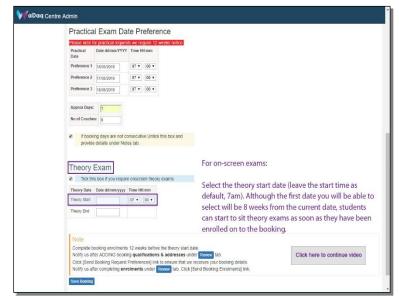
1) If on-screen theory exams are required ensure that you tick the box.

If you require paper based exams leave the box unticked.





<u>Slide14</u>



1) For on-screen exams:

Select the theory start date (leave the start time as default, 7am). Although the first date you will be able to select will be 8 weeks from the current date, students can start to sit theory exams as soon as they have been enrolled on to the booking.

Slide15

| , aonour | Exam Da | te Prefe | ference |
|-------------------|---|--|----------------------|
| Please note for | r practical reques | ts we require | re 12 weeks notice |
| Practical Date | Date dd/mm/YYYY | Time HH:mm | am |
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| Preference 2 | 17/05/2019 | 07 • 00 | 0 * |
| Preference 3 | 18/05/2019 | 07 • 00 | 0 • |
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| Theory E | details under Not Exam box if you require | es tab. e onscreen th | theory exams |

1) Select Save Booking.

How to create a booking and enrol students_v2 August 2020 Information classification: Public If printed this document becomes uncontrolled



<u>Slide16</u>

| Home | De | emo Test College (Z1 | 14477) | | | | | |
|---|--|---|--|---|------------------------------|----------------------------|--|--|
| Badge Order Form | | ntre_Coordinator Jon Snov | | | | | | |
| Overseas Exam | Booking ID | B-15181 | External Ref | Booking guide | Centre | Demo Test College (Z14477) | | |
| Dates | Category | Practical & Theory | Transfer | No | Application Date | | | |
| Enrolment | Parent | | On Screen | Yes | Created By | Jon Snow - E81176 | | |
| | Theory Date | 16/05/2019 07:00 | Date Created | 21/03/2019 11:17 | | | | |
| Centre Booking | Note | | | | | | | |
| Theory OnScreen | | king enrolments 12 weeks | before the theory star | t date | | | | |
| Online IA Claim | Aesthetics Ex Notify us after | cams: learners need to be ADDING booking qualification | registered/enrolled 14 ations & addresses | I weeks prior to exam sitting Click [Send Booking Reques | st Preferences) link under | | | |
| Student Search | | Notify us after completing e | enrolments by clickin | g the [Send Enrolments] butt | on at the bottom of the scre | een under Review tab. | | |
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1) Ensuring that you are on the Qualification tab...

<u>Slide17</u>

| adge Order Form | | | | | | |
|---|---|---|------------------------|--------------------------------------|------------------------------|--------------------------------|
| | | erno Test College (Z1 entre Coordinator Jon Snor | | | | |
| | Booking ID | B-15181 | External Ref | Booking guide | Centre | Demo Test College (214477) |
| verseas Exam ates | Category | Practical & Theory | Transfer | No | Application Date | Come for comparently |
| | Parent | | On Screen | Yes | Created By | Jon Snow - E81176 |
| nrolment | Theory Date | 16/05/2019 07:00 | Date Created | 21/03/2019 11:17 | | |
| entre Booking | - | | | | | |
| eory OnScreen | Note | | | | | |
| | | king enrolments 12 weeks cams: learners need to be | | date. weeks prior to exam sitting | external/practical. | |
| nline IA Claim | Notify us after | ADDING booking qualification | ations & addresses | Click [Send Booking Reques | st Preferences] link under | |
| udent Search | IMPORTANT N test | lotify us after completing e | enrolments by clicking | the [Send Enrolments] buth | on at the bottom of the scre | en under Review tab. |
| ain Admin | | Address Notes Qualificatio | n Add Student Add Re | and Desident | | |
| | Edit Review / | Notes Cuancato | Add Student Add Ho | edit salugent | | |
| ampus | Booking | Qualification | | | | |
| Portfolio | Trailing and the second | | x) No Student | | | |
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1) Select the first qualification for this booking.





| heory OnScreen | Note Complete booking enrolments 12 weeks before the theory start date. | |
|-----------------|---|---|
| nline IA Claim | Assthetics Exams: learners need to be registeredienciled 14 weeks prior to exam sitting external/practical. Notify us after ADDING bocking qualifications & addresses. Cicki [Send Booking Request Preferences] link under Review tab. | |
| udent Search | INFORTANT Notify as after completing enrolments by clicking the (Send Enrolments) button at the bottom of the screen under Review tab. test | |
| gin Admin | Edit Review Address Notes Chalification Add Student Add Rest Student | |
| impus | Booking Qualification | |
| ortfolio | # Booking Qualification Language (Approx) No Student | |
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| elp | Select Qualification for Booking: | |
| ange Password | Qualification Level 3 Diploma in Advanced Beauty Therapy (5009528/6) (VRQ.)nt.Dip) - 195 | • |
| - | Language English Select the appropriate language. | |
| ogout | Number Of Students for this qualification. | |
| | Save | |
| | | |
| | Note: Please make sure you have added correct address types for Booking under Address Tab | |
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1) Select the appropriate language.

2) Enter the number of students for this qualification.

Slide19

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1) The qualification has been added.

<u>Slide21</u>

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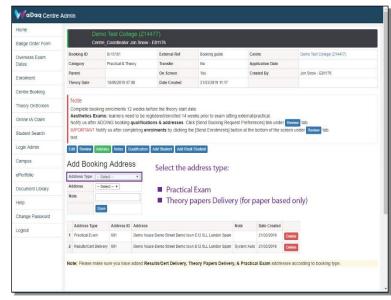
1) Repeat steps in slides 18 and 19 to add additional qualifications and/or languages.



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1) Go to the Address tab...

Slide23



1) Select the address type:

- Practical Exam
- Theory papers Delivery (for paper based only)

How to create a booking and enrol students_v2 August 2020 Information classification: Public If printed this document becomes uncontrolled

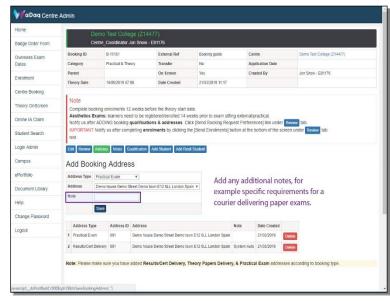




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1) Select the address.

Slide25



1) Add any additional notes, for example specific requirements for a courier delivering paper exams.

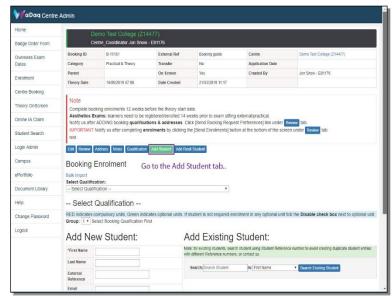




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1) Select Save.

Slide27



1) Go to the Add Student tab..





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| | *First Name | Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us. |
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1) Select the qualification that you want to enrol the student on to.

Slide29

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| Change Password | RED indic | ates compulsory units, Green indicates optional units. If student is not required enrolmer | |
| ogout | Disab | e Qualification Unit 613 Monitor and Maintain Health and Safety Practice in the Salon | |
| | 2 | 819 Working in The Beauty Related industries | |
| | 3 | 821 Client Care And Communication In Beauty Related Industries | |
| | | | |
| | 4 🗐 | 822 Provide Body Massage | |
| | 5 📃 | 823 Provide Body Electrotherapy Treatments | |
| | 6 | 824 Provide Facial Electrotherapy Treatments | |
| | 7 | 825 Provide Massage Using Pre-Blended Aromatherapy Oils | |
| | 8 | 826 Apply Stone Therapy Massage | |
| | 9 | 827 Provide Indian Head Massage | |
| | 10 | 828 Provide Electrical Epilation | For any qualification that contains |
| | 11 | 829 Provide Spa Treatments | optional units you must select the units |
| | 12 | 830 Monitor And Maintain Spa Area | that the students ARE NOT STUDYING. |
| | 13 🔳 | 851 Apply Microdernabrasion | |
| | 14 | 926 Explore The Origins Of Massage And Principles Of Complementary And Atternative Medicine | Click here to continue video |

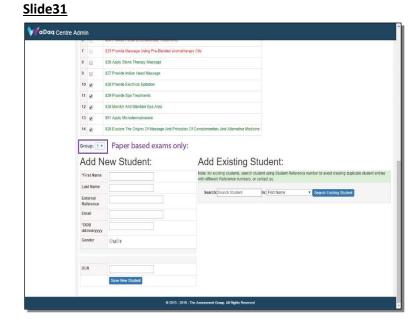
1) For any qualification that contains optional units you must select the optional units that the students ARE NOT STUDYING.





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| 00002 | | | e Qualification Unit | |
| ogout | 1 | | 613 Monitor and Maintain Health and Safety Practice in the Salon | |
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| | 3 | | 321 Client Care And Communication In Beauty Related Industries | |
| | 4 | | 822 Provide Body Massage | |
| | 5 | | 823 Provide Body Electrotherapy Treatments | |
| | 6 | | 824 Provide Facial Electrotherapy Treatments | |
| | 7 | 61 | 825 Provide Massage Using Pre-Blended Aromatherapy Oils | These two units have NOT BEEN |
| | 8 | 8 | 826 Apply Stone Therapy Massage | SELECTED which means that the |
| | 9 | 10 | 827 Provide Indian Head Massage | student IS STUDYING THESE UNITS. |
| | 10 | | 828 Provide Electrical Epilation | student is stop ind these onits. |
| | 11 | | 829 Provide Spa Treatments | Click here to continue video |
| | 12 | | 830 Monitor And Maintain Spa Area | |
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1) In this example, the two highlighted units have NOT BEEN SELECTED (haven't been ticked) which means that the student IS STUDYING THESE TWO OPTIONAL UNITS.



1) Group (for paper based exams only)





| 7 | | 825 Provide Massage Using Pre-Blend | ded Aromatherapy Oils | | | | |
|---|---|--------------------------------------|--------------------------|---|--|---|-------------------------|
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1) If you have opted to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

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1) If your exam room can accommodate 10 students, and you are going to be adding 20 students for the qualification, you will need to add the first 10 students under group one and then add the additional 10 students under group 2. This is to ensure that each group of students receive different exam papers.



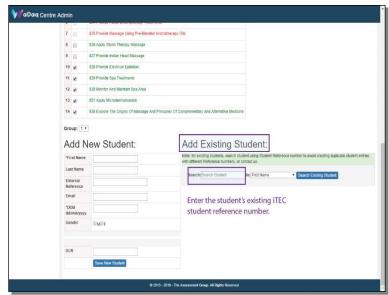


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| | | rst Name | | Note: for existing students, search student using Student Reference number to avoid creating duplicate with different Reference numbers, or contact us. |
| | Las | st Name | | Search Search Student In: First Name Search Existing Student |
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| | Em | | | |
| | *DC | | | You can now either: |
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1) You can now either:

- add a new iTEC student •
- add an existing iTEC student •

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1) Add an existing student:

Enter the student's existing iTEC student reference number.

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| 14 @ | 926 | 6 Explore The Origins Of Massage And Pr | incipies Of Complementary And Alterna | ative Medicine | | | | |
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1) Select 'ITEC Student Reference' from the dropdown field.

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| 13 | | 351 Apply Microdermabrasion | | |
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1) If a record is found, first check that the name, date of birth and/or email address is correct.

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| | | | toed Aromatherapy CH | | | |
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1) If you are satisfied that the record is the correct student then select Save Existing Student.

If there are any inconsistencies, and you are satisfied that the student reference number you have entered is correct, please contact us before adding the student <u>registration@vtct.org.uk</u>



| | 8 | 826 Apply Stone Therapy Mas | sage | | | | | | | | |
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1) The student has been added.

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| | DOB dd/mm | YYYY | To add a new student, complete |
| | Gende | OMOF | the mandatory fields. |
| | ULN | | |
| | | Save New Student | |

1) To add a new student, complete the mandatory fields.

- a) First name
- b) Last name
- c) DOB (date of birth)

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1) If the student is going to be using the e-portfolio enter an email address.

<u>Slide43</u>

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| Ad | d Ne | | nt: | | | | • | | | fernano sumi | her to sure | id constitutes bit |
| Ad *First | d Ne | Demo | nt: | | Note: | dd Existii for existing students different Reference m | , search stude | ant using | | ference numt | ber to avo | id creating |
| Ad *First Last 1 | d Ne Name | | nt: | | Note: with c | for existing students | , search stude umbers, or co | ent using ntact us | Student Re | ference numl aference v | | |
| Ad *First | d Ne Name Name | Demo | nt: | | Note: with c | for existing students different Reference n | , search stude umbers, or co | ent using ntact us | Student Re | | | |
| Ad *First Last 1 Exter | d Ne Name Name nal ence | Demo | nt: | | Note: with c | for existing students different Reference n | , search stude umbers, or co | ent using ntact us | Student Re | | | |
| Ad *First Last 1 Exter Refer Email | d Ne Name Name nal ence | Demo | nt: | | Note: with c | for existing students different Reference n learch: e82079 | bob | ent using ntact us)n:[TEC Email | Student Re | | Search E | |
| Ad *First Last 1 Exter Refer Email | d Ne Name Name nal ence | Demo Guide | nt: | | Note: with c | for existing students different Reference m eearch: e82079 Student Name | bob | ent using ntact us)n:[TEC Email | Student Re | aference 🔹 | Search E | |
| Ad *First Last 1 Extern Refer Email *DOB dd/mi | d Ne Name Name nal ence | Demo Guide 01/03/2000 | | | Note with c S | for existing students different Reference m eearch: e82079 Student Name | , search studie umbers, or co DOB 01/01/1999 | In CITEC | Student Re | aference 🔹 | Search E | |

1) Once all required details have been entered, select Save New Student.



| | | OCT 1 101100 1 COMP CIDER MENUNDARY | 1100000000 | | | | | | | | | |
|----------------------------|---|-------------------------------------|---------------------------------------|--|----------------------------------|--|-----------|------------|----------|---------------------------|----------------|-------------|
| | 7 📄 | 825 Provide Massage Using Pre-B | Blended Aromatherapy Oil | 5 | | | | | | | | |
| | 8 | 826 Apply Stone Therapy Massage | e | | | | | | | | | |
| | 9 | 827 Provide Indian Head Massage | | | | | | | | | | |
| | 10 🗑 | 828 Provide Electrical Epilation | | | | | | | | | | |
| | 11 🗷 | 829 Provide Spa Treatments | | | | | | | | | | |
| | 12 🗷 | 830 Monitor And Maintain Spa Are | ea - | | | | | | | | | |
| | 13 🗷 | 851 Apply Microdemabrasion | | | | | | | | | | |
| | 14 🕑 | 926 Explore The Origins Of Massa | ege And Principles Of Cor | nplementary And Alternat | we Medicine | | | | | | | |
| e student has en added. | Record | | | Add Existir | ng Stu | uder | nt: | | | | | |
| | Record | saved New Student: | ŀ | Add Existin tote: for existing students, | , search stude | ant using S | | eference n | umber to | avoid crea | ting duplicate | student en |
| | Record Add I | saved New Student: | ŀ | lote: for existing students, vith different Reference n. | , search stude umbers, or cor | ent using S ntact us | itudent R | | | | | student ent |
| | Record Add N *First Name | saved New Student: | ŀ | lote: for existing students, | , search stude umbers, or cor | ent using S ntact us | itudent R | | | avoid crea th Existing | | student en |
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| | Record Add N *First Name Last Name External Reference | ssved | , , , , , , , , , , , , , , , , , , , | lote: for existing students, ith different Reference n. Search: e82079 | bob | ent using S ntact us In:(ITEC Email | Itudent R | | • Searc | h Excling | | student ent |
| | Record Add N *First Name Last Name External Reference Email *DOB | ssved | , , , , , , , , , , , , , , , , , , , | lote: for existing students, eth different Reference nu Search: 082070 Student Name | bob | ent using S ntact us In:(ITEC Email | Itudent R | Reference | • Searc | h Excling | | student ent |
| | Record | saved | , , , , , , , , , , , , , , , , , , , | lote: for existing students, eth different Reference nu Search: 082070 Student Name | bob | ent using S ntact us In:(ITEC Email | Itudent R | Reference | • Searc | h Excling | | student en |

1) The student has been added.

Slide45

| Home | L L | Demo Test College (Z1 | 4477) | | | |
|--|--|---|--|--|------------------------------|----------------------------|
| Badge Order Form | | centre_Coordinator Jon Snov | | | | |
| Overseas Exam | Booking ID | B-15181 | External Ref | Booking guide | Centre | Demo Test College (Z14477) |
| Dates | Category | Practical & Theory | Transfer | No | Application Date | |
| Enrolment | Parent | | On Screen | Yes | Created By | Jon Snow - E81176 |
| | Theory Date | 16/05/2019 07:00 | Date Created | 21/03/2019 11:17 | | |
| Centre Booking | Low | | | | | |
| Theory OnScreen | Note Complete bo | oking enrolments 12 weeks | before the theory start o | ate | | |
| Online IA Claim | Aesthetics B | Exams: learners need to be in ADDING booking qualifier | registered/enrolled 14 w | weeks prior to exam sitting | | Review tab. |
| Student Search | IMPORTANT | Notify us after completing e | nrolments by clicking t | he [Send Enrolments] but | on at the bottom of the scre | en under Review tab. |
| Student Search | test | | , , , | | | |
| Login Admin | test Edt Review | Address Notes Qualification | | sit Student | | |
| | Edt Review | Constant Conned Constants | | sit Student | | _ |
| Login Admin | Edt Review Booking Bulk Import | Enrolment G | n Add Student Add Res | sit Student | | |
| Login Admin Campus | Edit Review Booking Buik Import Select Qualifie | Enrolment G | n Add Student Add Re | at Student w tab | | |
| Login Admin Campus ePortfolio Document Library | Edt Review BOOKING Bulk Import Select Qualifi Level 3 Diplor | Enrolment G | n Add Student Add Revie | st Student w tab Simplified Chinese • | 28/6) - 195 Sim | plified Chinese |
| Login Admin Campus ePortfolio Document Library Help | Edf Reveew Booking Bulk Import Select Qualifit Level 3 Diptor | Enrolment G cation: na in Advanced Beauty Ther Diploma in Advar | n Add Student Add Re to to the Revie apy (500/9528/6) - 195 need Beauty T | at Student w tab Simplified Chinese • 'herapy (500/95 | | |
| Login Admin Campus ePortfolio Document Library Help Change Password | Edi Review Booking Bulk Import Select Qualifit Level 3 Diplor Level 3 I RED indicates | Enrolment G cation: na in Advanced Beauty Ther Diploma in Advar | n Add Student Add Re to to the Revie apy (500/9528/6) - 195 need Beauty T | at Student w tab Simplified Chinese • 'herapy (500/95 | | plified Chinese |
| Login Admin Campus ePortfolio Document Library Help Change Password | Edt Renew Booking Bulk Import Select Qualifit Level 3 Diplor Level 3 Clean RED Indicates Disable C | Enrolment G cation: na in Advanced Beauty Ther Diploma in Advar compulsary units, Green Ind | Add Student Add Re io to the Revie apy (500/9528/6) - 195 need Beauty T icates optional units. If | at Student w tab Simplified Chinese • Therapy (500/95 | | |
| Login Admin Campus ePortfolio Document Library Help Change Password | Edt Review Booking Bulk Import Select Qualifit Level 3 Diplor Level 3 I RED indicates Disable C | Enrolment G cation: na in Advanced Beauty Ther Diploma in Advar compulsory units, Green Ind qualification Unit | a Add Student Add Revie to to the Revie apy (500/9528/6) - 195 inced Beauty T incates optional units. If incates optional units. If | at Student w tab Simplified Chinese • Therapy (500/95 | | |
| Login Admin Campus ePortfolio Document Library Help Change Password | Ed Review Booking Bulk Import Select Qualifit Level 3 Diplor Level 3 Diplor Level 3 Diplor Level 3 Diplor 1 0 0 2 0 8 | Enrolment G cation: na in Advanced Beauty Ther Diploma in Advar computsory units, Green ind availication Unit 13 Wonter and Karten Heatth of | Add Standard And Rev ico to the Revie apy (600/9528/6) - 195 inced Beauty T inced Beauty T ind Safety Practice in the Si of Industries | a Student w tab Simplified Chinese •) herapy (500/95 student is not required enr | | |
| Login Admin Campus ePortfolio Document Library Help | Ed Review Booking Bulk Import Select Qualifit Level 3 Diplor Level 3 Diplor Cevel 3 Disable C 1 0 0 2 0 8 3 0 0 | Enrolment G aation: na in Advanced Beauty Ther Diploma in Advar compulsory units, Green ind availication Unit 13 Montar and Martan Heath o 19 Working in The Beauty Relate | Add Standard And Rev ico to the Revie apy (600/9528/6) - 195 inced Beauty T inced Beauty T ind Safety Practice in the Si of Industries | a Student w tab Simplified Chinese •) herapy (500/95 student is not required enr | | |

1) Go to the Review tab..



| Student Search | IMPORTANT No test | tify us after completin | g enroiments by | clicking | the [Send E | nrolments] button at the bottom of the screen under Review tab. |
|------------------|-------------------------|------------------------------|------------------------|----------|---------------------|--|
| Login Admin | Edt Review Ad | Iress Notes Qualific | ation Add Student | Add R | esit Student | |
| Campus | Booking P | references | | | | |
| ePortfolio | Booking Category | Practical & Theory | Booking Stag | e | | |
| Document Library | Transfer | No | # Stage | A | Date | • |
| | Application Date | | | Claim | | |
| Help | College Co-ordinator | Jon Snow - E81176 | 1 Created by centre | | 21/03/2019 16:28 | |
| Change Password | Preference 1 | 16/05/2019 07:00 | | | | |
| Logout | Preference 2 | 17/05/2019 07:00 | Check th | e bo | oking | details. |
| | Preference 3 | 18/05/2019 07:00 | | | - | |
| | Approx Days | 1 | If any of | the | letails a | are incorrect, go back to |
| | Is Consecutive | Yes | | | | and make changes. |
| | Couches | 6 | the appi | opin | ate tab | and make changes. |
| | Theory Start Date: | 16/05/2019 07:00 | | | | |
| | Theory End Date: | | | | | |
| | On Screen | Yes | | | | |
| | | OnScreen Exam | | | | * |
| | | | | | | |
| | Booking Ad | ctions | | | | |
| | 1 Send Booking R | equest Preferences | Notify us | after AD | DING booking | qualifications & addresses. Click [Send Booking Request Preferences] |
| | 2 Send Enrolment | 5 | IMPORT | ANT Not | ty us after con | npleting enrolments by clicking the [Send Enrolments] button |
| | 3 Create First Fre | e Onscreen Theory Resi | Booking | | | |
| | | and the second second second | | | | |
| | Booking O | alification 8 | Student | | | |

1) Check the booking details.

If any of the details are incorrect, go back to the appropriate tab and make changes.

Slide47

| Is Consecutive | | | | | | | | | |
|--------------------|-----------------------|---------------|---|--------------|---------|---------------------------|---------------|----------------------|--------------|
| | Yes | | | | | | | | |
| Couches | 6 | | | | | | | | |
| Theory Start Date | : 16/05/2019 07.00 | | | | | | | | |
| Theory End Date: | | | | | | | | | |
| On Screen | Yes OnScreen Exam | | | | | | | | |
| | | 4 | | | • | | | | |
| Booking A | ctions | | | | | | | 1 | |
| 1 Send Booking | Request Preferences | 1 | 100000000000000000000000000000000000000 | | | | at all the | sing Request | Preferences] |
| 2 Send Enrolme | | 4 | | | | | ct, select | olments) but | on |
| Contra Cartonica | ree Onscreen Theory I | | Send | Booki | ng Re | equest Pr | eferences | | |
| Choici I arr | lee onscreat mean | Nese Dooking | L | | | | | | |
| Booking G | Qualification | & Stud | lent | | | | | | |
| Booking Quali | fication | | | Language | | Approx) No Of Students | Student Count | | |
| 1 Level 3 Diploma | a in Advanced Beauty | Therapy (500/ | 9528/6) - 195 | Simplified C | thinese | 8 | 2 | Student | |
| A Local & Distance | | Th | 100 | Frankel | | | | Exam Unit | |
| 2 Level 3 Diploma | a in Advanced Beauty | Therapy (500/ | 1928(0) - 195 | English | | | | Student Exam Unit | |
| | | | | | | | | | |
| Booking Examine | r Confirmation | | | | | | | | |
| Examiner Nat | me Cor | nfirmed Date | Confirmed D | ays Email | Exam A | ddress | | | |
| | | | | | | | | | |

1) When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.



| Theory OnScreen | Complete bookin | ng enrolments 12 wee | ks bef | ore the theor | y start (| date. | | |
|------------------|-------------------------|-------------------------|--------|------------------------|-------------|---------------------|------|--|
| Online IA Claim | | | | | | | | kam sitting external/practical. ing Request Preferences) link under Review tab. |
| Student Search | IMPORTANT No test | tify us after completin | g enro | olments by c | licking | the [Send En | roli | ments) button at the bottom of the screen under Review t |
| .ogin Admin | Edit Review Ad | dress Notes Qualific | ation | Add Student | Add Re | sit Student | | |
| ampus | Booking P | references | | | | | | |
| ePortfolio | Booking Category | Practical & Theory | Bo | oking Stage | e | | | |
| Document Library | Transfer | No | * | Stage | IA Claim | Date | * | |
| | Application Date | | | _ | ID | | | Your heading seguest has |
| Help | College Co-ordinator | Jon Snow - E81176 | 1 | Request rovd | | 21/03/2019 12:13 | | Your booking request has |
| Change Password | Preference 1 | 16/05/2019 07:00 | 2 | Created by | - | 21/03/2019 | 1 | been receieved by iTEC. |
| ogout | Preference 2 | 17/05/2019 07:00 | | centre | | 11:17 | | |
| | Preference 3 | 18/05/2019 07:00 | | | | | | |
| | Approx Days | 1 | | | | | | |
| | Is Consecutive | Yes | | | | | | |
| | Couches | 6 | | | | | | |
| | Theory Start Date: | 16/05/2019 07:00 | | | | | | |
| | Theory End Date: | | | | | | | |
| | On Screen | Yes OnScreen Exam | | | | | l | |
| | | | 4 | | | • | Ĉ | |
| | Booking A | ctions | | | | | | |
| | 1 Send Booking F | Request Preferences | | Notify us Record se | | DING booking | çua | ifications & addresses. Click [Send Booking Request Preferences] |
| | 2 Send Enrolmen | _ | | | | | | ing enrolments by clicking the (Send Enrolments) button |

1) Your booking request has been received by iTEC.

Slide49

| Is Consecutive Couches Theory Start Date: Theory End Date: On Screen | Yes 6 15/05/2019 07:00 11 Yes | | | | | | |
|--|---|--|--|--|-----------------------------|---|--|
| Theory Start Date: Theory End Date: | e: 15/05/2019 07:00 | | | | | | |
| Theory End Date: | 6 | | | | | | |
| | | | | | | | |
| On Screen | Vac | | | | | | |
| | OnScreen Exam | | | | | | |
| BOOKING A ¹ Send Booking ² Send Envolue | g Request Preferences | on t | he booking | , select S | iend Eni | | r all qualification additional |
| 3 Create First Fr | ree Onscreen Theory Res | | | added. | Once Se | end Enrolmer | nts has been |
| | Qualification 8 | stuc sele | dents can be cted, additi | onal stud | dents ca (NB: Fe | | ded by emailing |
| Booking C Booking Qualit | Qualification 8 | & Stude regi | dents can be cted, additionstration@vt | onal stud ct.org.uk | dents ca (NB: Fe | n only be ad | ded by emailing |
| Booking Qualit Booking Qualit | Qualification & | at Booking & Stude & Stude regi | dents can be ected, addition stration@vt | onal stud ct.org.uk | dents ca (NB: Fe | in only be add ees may apply student | ded by emailing y). Click here b |
| Booking Qualit Booking Qualit | Qualification 8 lification Ia in Advanced Beauty The Ia in Advanced Beauty The | at Booking & Stude & Stude regi | dents can be ected, addition stration@vt | onal stud ct.org.uk No Of Studen | dents ca (NB: Fe | n only be add ees may apply Student Exam Unit Student | ded by emailing y). Click here b |

1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

Once Send Enrolments has been selected no additional students can be added. To add additional students email <u>registration@vtct.org.uk</u> - include the relevant student and qualification information and booking reference (**NB:** Fees may apply).





| Theory OnScreen | | ig enrolments 12 wee | | | | | | | |
|------------------|-------------------------|----------------------|-------|-----------------------|-------------|---------------------|-----|---|--|
| Online IA Claim | | | | | | | | wam sitting external/practical. king Request Preferences] link under Review tab. | |
| Student Search | | | | | | | | iments) button at the bottom of the screen under Review tab. | |
| Login Admin | Edit Review Ad | dress Notes Qualific | ation | Add Student | Add Re | esit Student | | | |
| Campus | Booking P | references | | | | | | | |
| ePortfolio | Booking Category | Practical & Theory | Bo | oking Stage | e | | | | |
| Document Library | Transfer | No | * | Stage | IA Claim | Date | * | | |
| | Application Date | | | | ID | | | Your enrolments have | |
| Help | College Co-ordinator | Jon Snow - E81176 | 1 | Enrol rovd online | | 21/03/2019 12.14 | 1 | | |
| Change Password | Preference 1 | 16/05/2019 07:00 | 2 | Request | | 21/03/2019 | 1 | been receieved by iTEC. | |
| Logout | Preference 2 | 17/05/2019 07:00 | | rcvd | | 12:13 | | | |
| | Preference 3 | 18/05/2019 07:00 | 3 | Created by centre | | 21/03/2019 11:17 | | | |
| | Approx Days | 1 | | | | | | | |
| | Is Consecutive | Yes | | | | | | Replay video | |
| | Couches | 6 | | | | | | | |
| | Theory Start Date: | 16/05/2019 07:00 | | | | | | | |
| | Theory End Date: | | | | | | | | |
| | On Screen | Yes OnScreen Exam | | | | | | | |
| | | Ouscreen Exam | 1 | | | | * | | |
| | | | | | | | | | |
| | Booking Ad | ctions | | | | | | | |
| | 1 Send Booking R | tequest Preferences | | Notify us Record s | | DING booking | çua | Iffications & addresses. Click (Send Booking Request Preferences) | |
| | 2 Send Enrolment | | | WEOPT | ANT ALS | | | ting enrolments by clicking the (Send Enrolments) button | |

1) Your enrolments have been received by iTEC.

Help and support

Tel: +44 (0) 2380 684500 Lines are open: 08:45-17:00 (GMT) Mon-Thurs 08:45-16:30 (GMT) Friday

Email: customersupport@vtct.org.uk



Document amendment history page

| Version | Document Owner | Issue Date | Changes | Role |
|---------|-----------------------------|------------|-------------------|-----------------------------|
| 1 | Customer Support Manager | 02/04/2019 | New document | Customer Support Manager |
| 2 | Customer Support Manager | 18/08/2020 | Document reviewed | Customer Support Manager |

Document Review

| Role | Review Status |
|-------------------|---------------|
| IT Manager (iTEC) | Reviewed |
| | |

Document Owner

| Document Owner | Document shared with |
|--------------------------|----------------------|
| Customer Support Manager | |
| | |

Document Sign-off

| Role | Sign-off Date |
|-----------------------------|---------------|
| Customer Support Manager | 02/04/2019 |
| | |